

PMP Employees

PMP Employee: Any employee covered under the Performance Management Program. PMP Employees may also assume the role of PMP Supervisor, PMP Reviewer or HR Advisor.

Online PMP Menu Options

The menu options presented to you after logging in depend on the access privileges you have been assigned in the system based on your PMP role(s).

All PMP employees have access to the “**PERSONAL DRAFTS**” menu. Following is a description of each of the options presented under the “**PERSONAL DRAFTS**” menu:

- **Performance Plan** – This menu option enables PMP Employees to create a Draft Performance Plan that can be shared with the PMP Supervisor through Online PMP. The PMP Employee’s supervisor can create an Official Performance Plan from the Draft Performance Plan.
- **Performance Evaluation Form** – This menu option allows the PMP Employee to create a Self-Evaluation to share with his/her supervisor through Online PMP. The Employee’s supervisor can create an Annual Evaluation from the Self-Evaluation.

All PMP employees have access to the “**HELP**” menu.

Self-Evaluation

The Self-Evaluation is a useful part of the PMP as it allows an individual to assess and rate him/herself honestly on all performance goals and criteria associated with his/her specific position. The Self-Evaluation also provides employees the opportunity to show the manager their perceptions regarding their performance. Each employee rates his/her performance on goals and competencies (15 competencies for managers/supervisors, and ten for non-supervisors).

You cannot create an FY 2002 Self-Evaluation (or receive an FY 2002 Annual Evaluation) if you have not had an FY 2002 Performance Plan in place for at least 90 days.



Creating Your Self-Evaluation

You are allowed to submit one Self-Evaluation to your supervisor during the rating period. To create a Self-Evaluation in Online PMP:

1. Login

Login to Online PMP through the HR Applications Gateway at <http://dcopedm.dcop.dc.gov/gateway/>

2. Under the “PERSONAL DRAFTS” menu on the left, select “Performance Evaluation Form.”

3. Review Options.

If you *do not* have an FY 2002 Performance Plan saved within the Online PMP system, you will only see the option to “**Print Blank Performance Evaluation form.**” You are not eligible to receive an FY 2002 Performance Evaluation if you did not have the FY 2002 Performance Plan in place.

If you *do* have an FY 2002 Performance Plan saved in Online PMP, you will be able to create a Self-Evaluation based on that Performance Plan. Select the option to “**Create Self-Evaluation**” and “**FY 2002**” and click “**Go To Performance Evaluation.**”

4. Create a Self-Evaluation.

The Self-Evaluation is auto-populated with the competencies and goals from your current Performance Plan. You cannot change goals or weightings at this point.

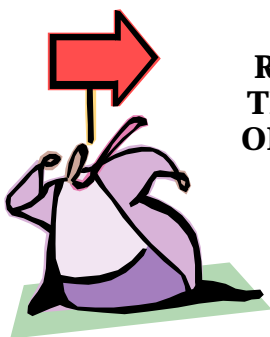
Remember! The personal information that appears at the top of the Performance Evaluation (name, grade, title, etc.) reflects the personal information that was saved at the time the corresponding Performance Plan was created. If an employee assumes a new position during the year, a new Performance Plan should be issued based on the new position.

To complete the Self- Evaluation Form:

- **Rate Competencies:** If you are a supervisor or manager, rate yourself on all 15 competencies; rate only the first 10 competencies if you are a non-supervisory employee. Every competency *must* include a numeric rating and narrative comments to support the ratings. Use specific examples to support your ratings.
- **Rate SMART Goals:** Include a numeric rating and narrative comments for each goal. Remember to cite specific examples to support your ratings.

The Online PMP system will automatically generate a Competency Rating, a SMART Goal Rating and the Overall Performance Rating.

5. **Send Self-Evaluation to Supervisor.** Upon completion of the Self- Evaluation, click “**Save**” at the bottom of the Self-Evaluation. After you click “**Save**” you will have the option to click “**Cancel**” or “**OK**.”
 - *If you are ready to send the Self-Evaluation to your Supervisor, click “**OK**.”* This will automatically generate an email to notify your Supervisor that the Self-Evaluation is ready for his/her review.
 - *If you are NOT ready to share the Self-Evaluation with your Supervisor, and you want to continue working on it, click “**Cancel**.”* You will be able to return to your Self-Evaluation and continue working on it before sending it to your Supervisor for review.
6. After you complete your Self-Evaluation, your Supervisor has the ability to access your Self-Evaluation through the Online PMP system and create your Annual Evaluation from your Self-Evaluation.



REMEMBER TO SAVE YOUR WORK FREQUENTLY!! USE THE “SAVE” BUTTON THAT IS AVAILABLE WITHIN THE ONLINE PMP SYSTEM – DO NOT USE THE SAVE BUTTON FROM WITHIN YOUR INTERNET BROWSER



Creating Your FY 2003 Draft Performance Plan

A **Draft Performance Plan** gives the **PMP Employee** the opportunity to state what he/she believes are his/her goals and development objectives for the rating period.

The PMP Employee enters goals and development objectives in a Draft Performance Plan. The Supervisor can access the Employee's Draft Performance Plan through Online PMP and use it to create the Employee's Official Performance Plan (and the Supervisor does not have to retype all of the information that the employee already entered!)

Remember!

An Employee DRAFT Performance Plan is not an OFFICIAL Performance Plan. The employee's supervisor must login and APPROVE the employee's Performance Plan in the system before it will be registered as complete and official.

Steps to Create Your Draft FY03 Performance Plan

1. **Login to Online PMP** through the HR Applications Gateway at <http://dcopedm.dcop.dc.gov/gateway/>
2. Click on "**Performance Plan**" under the "**PERSONAL DRAFTS**" menu option.
3. Click on "**Create New Draft Performance Plan**," select the appropriate dates, and click "**Go To Performance Plan**." You will see the template for your Draft Performance Plan.
4. **Complete your Draft Performance Plan:**
 - a. Review the competencies and think about how they apply to your position
 - b. Enter 3 – 5 SMART goals with weightings and due dates
 - c. Enter 3 – 5 Development objectives (Include What?, How?, Who? and When?)
5. **Save your Draft Performance Plan** by clicking the "**Save**" button at the bottom of the screen. After you click "**Save**" you will have the option to click "**OK**" or "**Cancel**." (If you are completely finished and want to close out of your Draft Performance Plan, you can click "**Save and Close**.")

- *If you have completed your Draft Performance Plan, and it is ready for your Supervisor's review, click "OK" at the text box prompt. An email will automatically be sent to your Supervisor to tell him/her that your Draft Performance Plan is ready for his/her review. At that point, your Supervisor will login to Online PMP and review/revise your Draft Performance Plan. (Please see page 14 regarding the automatic email function)*
 - *If you want to continue working on your Draft Performance Plan – and it is NOT ready for your Supervisor's review – click "Cancel" at the text box prompt. You will be able to go back to your Draft Performance Plan and continue working on it before sending it to your Supervisor.*
6. After your Supervisor creates your Performance Plan, he/she will **discuss the Performance Plan** with you. Following the discussion, the Supervisor will save the Official Performance Plan in Online PMP and print out a hard copy.
 7. The Employee and the Supervisor should both **sign the hard copy** of the Performance Plan and keep a copy on file.

Printing

To print a hard copy of your Draft Performance Plan, click on one of the "**Print**" buttons within the application (*Do not use the Print icon within your Internet browser*). The Performance Plan will be formatted using Adobe Acrobat 5.0. Please make sure you have Adobe 5.0 loaded on your computer! If you need to update your version of Adobe Acrobat Reader to version 5.0, please go to <http://www.adobe.com> and download Adobe Acrobat Reader 5.0.

